

# ADULT PASSPORT RENEWAL 10-year valid passport or passport card by Mail

U.S. Embassy Tegucigalpa Honduras



## ADULT PASSPORT RENEWAL

A renewal application applies only when you are renewing your previous, 10-year validity U.S. passport or passport card issued less than 15 years ago.

**Effective June 1, 2021, eligible adult U.S. passport holders may renew their ten-year passports or passport cards by mail.**

Please visit the following link: <https://hn.usembassy.gov/u-s-citizen-services/passports/>

## HOW DO I APPLY

Passport Application – Form DS-82 <https://eforms.state.gov/>

Please read and follow the instructions when filling out the form.

## ELIGIBILITY

You may renew by mail if all the following applies. Your passport or passport card is:

- In your possession
- Undamaged.
- Issued when you were 16 years of age or older.
- Issued within the last 15 years.
- Issued with a 10-year validity; and
- Issued in your current name OR you have changed your name since your passport or passport card was issued and can submit legal documentation to prove this change.

## Social Security Numbers

- If you have been issued a social security number, you must provide it on your application for a U.S. passport. **Missing or incorrect social security numbers will delay your application.**
- If the name on your social security record does not match the name on your passport application, please make sure that you have completed question 9 on the form – 'List all other names you have used'.
- If you have never been issued a social security number, you must submit [this signed form \(PDF, 284 KB\)](#) along with your application. This declaration does not need to be notarized.
- If you are in Honduras and do not know your social security number, or require a new or replacement Social Security number card, you should contact the [Federal Benefits Unit at the U.S. Embassy in Costa Rica](#).

**NOTE: Not all adult passports or passport cards are eligible to be renewed by mail.**

**Lost/stolen/mutilated passports DO NOT meet criteria for the mail-in service. If you do not meet the above criteria, you should follow the regular process as if your case was an adult renewal and request an appointment at the U.S. Embassy in Honduras at <https://hn.usembassy.gov/u-s-citizen-services/passports/>**

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## WHAT TO MAIL TO THE EMBASSY

- A completed, legible, and **signed** Form DS-82. Please be informed that the signature in the application should be the same as in the previous passport.
- Your most recent U.S. passport book/or card (copy of each)
- One (1) recent photograph, in color, size 2" x 2", with a white background and full front view. Photos that do not meet these requirements will not be accepted.
- If applicable: Evidence of Change of Name – e.g., Marriage Certificate, Statutory Declaration or Court Order (name change must have taken place after your passport was issued)
- L 2,695 Honduran Lempiras non-refundable application fee (See payment instructions below under Fees and Acceptable payment methods)

### NOTE:

During the processing period, a Consular Officer may also request additional documents in support of your application. Applications with incomplete or incorrect information or applications received without all required documents will face delays.

**NOTE: Please only include only ONE application and ONE fee per envelope.**



**Passport Photo Sample**



## MAILING INSTRUCTIONS

- Mail your application and all required documents using [Cargo Expreso](#) (Please visit this link to locate the Cargo Expreso nearest to you) to the following address:

**Embajada de Estados Unidos-Tegucigalpa**  
Avenida La Paz  
Tegucigalpa, Honduras  
Atención: ACS/Consulado – DS-82

## COURIER SERVICE PROCESS

1. Applicants submit documents to [Cargo Expreso](#) (Please visit this link to locate the Cargo Expreso nearest to you).
2. Applicants will purchase the delivery shipping label at Cargo Expreso. **NOTE: The applicant will pay Cargo Expreso twice for delivery services, once when dropping their application materials at a Cargo Expreso location and again once the new passport and documents are returned to Cargo Expreso or the final destination.**
3. Documents are sent to the U.S. Embassy in Honduras in a sealed envelope provided by the Cargo Expreso agency.
4. The U.S. Embassy processes the applications upon receipt of the documents. An incorrect or missing fee payment will result in no processing and return of all documents.
5. Upon receipt at the Embassy, the new passport will be sent back to the Cargo Expreso agency along with the cancelled previous passport. Cargo Expreso will then contact the applicant to pay the second fee for return delivery of the documents from the Embassy at that time.



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## FEES AND ACCEPTABLE PAYMENT METHODS

- **How much to pay:** 2,695 in Honduran Lempiras via cashier's check from any Honduran bank. The cashier's check has to be made out to/written to **"United States Disbursing Officer #8769"**. If your bank cannot accommodate 33 characters, the payee address may be shortened to United States Disbursing. In such case, please also endorse the back of the cashier's check with United States Disbursing. If the name on the check is not exactly as written above, it will be returned to the customer. Common mistakes are to write the check to the U.S. Embassy or Embajada Americana; those checks will not be accepted. Checks written "al portador" will also not be accepted. Note: The current exchange rate is \$1 = 24.50 lempiras. To get a cashier's check from a Honduran bank, an active local bank account is required.
- If you request a passport card renewal, please include 735 Honduran Lempiras in addition to the payment for the passport.
- Please note: there is no expedited service outside the United States. Please do not include fees other than those stated on this page. Payments made in the incorrect amount cannot be accepted.
- We cannot accept personal checks, credit cards, or cash.

### Please take note of the following:

The courier agency personnel will not review your documents to verify if they are correct/complete. Upon receiving the envelope at the U.S. Embassy, our staff will review your documents.

If the payment check is not correct, you will receive an email as notification for you to pick up your envelope at the courier agency with an "Information Request Letter" indicating why the payment check is incorrect, along with all your original documents. Once you correct the payment check, you will have to repeat the process, including paying again for the mailing labels.

If the documents are not correct/complete, you will receive an email with an "Information Request Letter" indicating what needs to be provided. If any physical/original document is required, you will need to purchase a new mailing label at the

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### PROCESSING TIME

- Please check with the courier companies for delivery times for shipments from/to the embassy. The Embassy will take up to four (4) weeks from receiving the envelope to process and send your new passport to the same courier agency.
- Passport applications are sent to the United States for printing. The process takes approximately fourteen business days. Your process will be delayed significantly if you are missing any of the requested documents. Consider at least four weeks to get your new passport using this renewal process.
- If you need a new U.S. passport in less than four weeks, you should request an appointment to appear in person at the Embassy in Tegucigalpa as you may require an emergency passport.
- Emergency passports for citizens with immediate travel plans to the U.S. remain available. Please contact the American Citizen Services Unit at [usahonduras@state.gov](mailto:usahonduras@state.gov) to request an appointment for an emergency passport. Please come prepared to the Embassy with all the required documents. A full list of requirements can be found here: <https://hn.usembassy.gov/u-s-citizen-services/passports/>.